



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF ESCALANTE CITY



February 16, 2026

DIVISION MEMORANDUM
NO. 075, s. 2026

SUBMISSION OF APPLICATION FOR MONETIZATION OF LEAVE CREDITS

TO: OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All School Heads/TICs/OICs
All Non -Teaching Personnel in the SDO
All Others Concerned

1. The Office of the Schools Division Superintendent, through the Budget Section, is pleased to announce to the field that it is now accepting applications for monetization of leave credits, for submission to Department of Budget and Management, effective date herein until **March 13, 2026**.
2. Kindly note that under Section 23 of the Omnibus Rules on Leave, monetization of 50% or more of accumulated leave credits may be allowed for valid and justifiable reasons, such as:
 - a. Health, medical and hospital needs of the employee and the immediate members of his/her family;
 - b. Financial aid and assistance brought about by the force majeure event such as calamities, typhoons, fire, earthquake, and accidents that affect the life, limb and property of the employee and the immediate members of his/her family;
 - c. Educational needs of the employee and the immediate members of his/her family;
 - d. Payment of mortgages and loans which were entered into the benefit of which inured to benefit of the employee and his/her family;
 - e. In cases of extreme financial needs of the employee of his/her immediate family where the present sources of income are not enough to fulfil basic needs such as food, shelter and clothing;
 - f. Other analogous cases as may be determined by the CSC.
3. Hence, to those interested, kindly submit the following to the Records Section:
 - a. duly approved Letter Request addressed to the undersigned;
 - b. duly approved Updated Statement of VL/SL;
 - c. duly accomplished and approved Form 6; and
 - d. such other documents to support said request.
4. Please note that the release of monetization is subject to approval by the DBM



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and availability of funds and on a “first come, first served” basis.

5. Subsequent requests for monetization after said date may no longer be accommodated except for extenuating circumstances and further subject for availability of funds after determination of savings from PS.
6. For widest dissemination and strict compliance.


PETER S. GALIMBA
OIC, Schools Division Superintendent

Reference : As stated
Enclosure : As stated

Allotment : Division Order No. 1, 2019
To be indicated in the perpetual index under the following subjects:
MONETIZATION OF LEAVE CREDITS /kaye/osds



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